



**RESEARCH, EDUCATION, AND ECONOMICS  
AGRICULTURAL RESEARCH SERVICE**  
**www.ars.usda.gov**

*"Solving Problems for the Growing World"*

United States Department of Agriculture

**VACANCY ANNOUNCEMENT**

**Announcement Number:** ARS-A6E-0006  
Alternative Merit Promotion

**Position Title/Series/Grade:**  
Program Analyst, GS-0343-12

**Promotion Potential:** GS-12

**Employment Type:** Full-time, Permanent

**Grade and Salary Range:**  
GS-12: \$62,886.00 - \$81,747.00 Per Year

**Location of Position:** Office of the Assistant  
Administrator, National Programs, Crop Production and  
Protection, Beltsville, MD

**Who Can Apply:** Government-Wide Local Commuting  
Area Only, you must include a statement in your  
application that you are a U.S. citizen to be considered  
for this position

**Opening Date:** October 24, 2005

**Closing Date:** November 21, 2005

For copies of vacancy announcements and/or application  
materials, please call (301) 504-1482. For additional  
information regarding employment opportunities, please  
visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

**Contact Information**

**Human Resources Specialist:**  
Catherine Beck, (301) 504-1366

**DC Relay Service:** (202) 855-1234 (TDD)

**Send Applications to:**  
USDA, Agricultural Research Service  
Human Resources Division  
Attn: Catherine Beck  
5601 Sunnyside Avenue, Stop 5104  
Beltsville, MD 20705-5104

**Fax:** (301) 504-1535

**E-mail:** [scirecruit@ars.usda.gov](mailto:scirecruit@ars.usda.gov)

Applications must be received, e-mailed or faxed by the  
closing date of the announcement. Applications received  
in Government envelopes will not be considered.

Please take advantage of the Application Package  
Checklist at the end of this announcement to ensure your  
application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Applications must be postmarked by the closing date November 21, 2005



## Major Duties

The incumbent serves as a Program Analyst reporting to a Deputy Administrator for Crop Production and Protection and provides technical and staff advisory support to National Program Leaders for a wide variety of agricultural research program issues. These duties include:

- Developing, analyzing, and reviewing position/policy issues papers and program plans;
- Assisting with planning and carrying out national meetings, workshops and seminars;
- Preparing technical positions papers, special reports and reviews;
- Participating in periodic evaluation of research program activities;
- Serving on cross-functional teams;
- Briefing Deputy Administrators, National Program Leaders and other management officials on issues which may impact on agency research, policies, or activities;
- Developing and maintaining a system to monitor research documentation programs; and
- Developing and issuing newsletters for the research program areas assigned.

**Working Conditions and Other Considerations:** Some travel is required.

**Qualifications Required:** Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

### Basic Requirements:

**GS-12:** In order to qualify the applicant must have one year of specialized experience equivalent to at least the GS-11 grade level.

Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.

**Specialized Experience** - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of agricultural research programs to provide technical and staff advisory support.
2. Knowledge of program analysis principles and techniques to evaluate programs and recommend solutions.
3. Skill in organizing large workshops, symposia, or meetings.



## Other Important Information

**Benefits Package:** A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

**Veteran's Preference:** For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

**Relocation Expenses:** Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

**Financial Disclosure Requirement:** Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

**False statements:** If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

**Optional Form 306:** (Declaration for Federal Employment): If you are selected for this position, you may be required to complete this form before an offer may be made.

**USDA Surplus/Federal Displaced Employees:** USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following: (1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee; (2) evidence of full performance level of current position; (3) a copy of your most recent performance appraisal; and (4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

**Selective Service System:** Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**Reasonable Accommodation:** Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

**Civil Rights Policy Statement:** The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).



## Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications. To Obtain the Form OF-612 go to <http://www.opm.gov/forms/html/of.asp>.

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty). If you are claiming Veteran's Preference go to <http://www.opm.gov/veterans/html/vetguide.asp> for additional information.
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form. If you are claiming 10-point Veteran's Preference go to <http://www.opm.gov/forms/html/sf.asp> to obtain form.
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
  - \_\_\_ Job title
  - \_\_\_ Series/grade (if Federal employment)
  - \_\_\_ Duties and accomplishments
  - \_\_\_ Employer's name and address
  - \_\_\_ Supervisor's name and contact information
  - \_\_\_ Starting and ending dates of employment (at least month & year)
  - \_\_\_ Number of hours worked per week
  - \_\_\_ Salary
  - \_\_\_ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
  - \_\_\_ Certificates/licenses (current)
  - \_\_\_ Honors, awards, and special accomplishments
  - \_\_\_ Supplemental questionnaire if applicable (for Federal Wage System positions, WG/WL/WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position). If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.
- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status if you are a current or previous federal employee.



- Copy of most recent performance appraisal if you are a current federal employee.
- Second copy of application package if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures.
- Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. If you have questions about your eligibility for a particular hiring authority, please call the servicing HR specialist or go to <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.
- Support documentation if you are a USDA surplus or federal displaced employee. See pertinent section under “Other Important Information” below.
- Self-certification of typing speed if required as a basic qualification for the position.
- While not required, a separate response to the required knowledge, skills, and abilities (KSAs) listed under Specialized Experience and/or Selective Placement Factor(s) for this position may better highlight your specific qualifications for this position. For an explanation of KSAs, go to <http://www.ars.usda.gov/careers/whatksa.html>.

**If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.**